



VACANCY ANNOUNCEMENT # 16-11

Position: Procurement Assistant

Location: Brooklyn, NY

Term: Temporary with potential to become permanent

Salary: CL 25 (\$44,257 – \$71,932)*

Opens: June 10, 2016

Closes: July 8, 2016

* Salary will be set based on selected candidate's qualifications and experience, and commensurate with local agency's promotional policy.

The United States Probation for the Eastern District of New York is currently accepting applications for the position of Procurement Assistant. Procurement Assistants perform administrative and technical support related to ensuring that court units are provided the supplies required to function optimally, in accordance with court policies and approved internal controls. Duties involve assisting with procurement and inventory activities through accurate record keeping and tracking; receiving; checking, and delivering ordered supplies and materials; and assisting with preparing purchase orders and invoice payments.

REPRESENTATIVE DUTIES:

Assist in preparing purchase orders at reorder levels and from new requisitions received from staff.

Assist in processing invoices from suppliers and prepares payment vouchers.

Assist in the purchase of supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.

Check deliveries of goods for acceptable condition and compares invoices against purchase orders for correct type, quantity, etc.

Identify and maintain lists of vendors and sources of supply for goods and services.

Process travel vouchers for staff.

Locate sources of supplies for regular and emergency purchases; maintain liaison with maintenance and repair companies or persons; negotiate costs, secure competitive bids.

Acquire and maintain GSA and contractor's catalogs; submit to GSA or vendors the necessary forms for supplies, equipment, furniture, etc; monitor progress of orders filed with vendors/contractors.

Adhere to the *Guide to Judiciary Policies and Procedures and Judiciary Procurement Program* Procedures on procurement practices. Also adhere to the Court Unit's internal control procedures.

Receive purchased supplies and check deliveries against packing slips. Check deliveries and invoices against purchase orders for type, quantity, and condition. Enter and update information on purchase orders and inventory into automated databases. Issue and deliver materials and supplies to requesting offices.

Assist with records management by filing, scanning and maintaining documents. Make lists of supplies to be ordered.

Assist procurement administrator with follow-up to vendors and customers, such as clarifying or expediting orders. Maintain a variety of logs and databases. Obtain quotes from vendors for supplies, furniture and services.

Perform related office duties such as processing incoming and outgoing mail and deliveries; copying and binding forms, reports and other documents, and other similar activities.

Perform other job-related duties, as required.

QUALIFICATIONS:

To qualify for this position, you must be a high school graduate or equivalent, and possess at least one year of specialized experience equivalent to work at a CL 24 level.

Specialized Experience includes progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration or accounting; and involved the use of automated financial and accounting systems or other computer based systems and applications such as word processing; spreadsheets or databases.

Current or previous financial experience within the federal judiciary preferred, **but** not required.

HOW TO APPLY:

To be considered for this position, qualified applicants should submit a current resume and a cover letter emphasizing their KSA's (Knowledge, Skills and Abilities) as they relate to this vacancy announcement.

Submissions may be mailed to:

**New York Eastern Probation
147 Pierrepont Street
Brooklyn, NY 11201
Attention: NYEP 16-11**

Or emailed to NYEP_Human_Resources@nyep.uscourts.gov
(If emailed, please be sure to include vacancy number in the subject line of the email).

Submissions must be received by **5:00 p.m.** on closing date to be considered.

The final candidate will be subject to a background investigation, which includes FBI fingerprinting and a credit check. Employment will be contingent upon favorable response from investigation.

EQUAL OPPORTUNITY EMPLOYER